

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: EMS Lab Instructor
POLICY NUMBER: 2354

Issue Date: 9/29/2014
Revised:

2354.1 Under the direction of the EMS Primary Instructor, the EMS Program Director and the EMS Clinical Coordinator, the EMS Lab Instructor provides support service and assistance to instructors and staff of the Authority when an EMS class is delivered.

2354.2 Essential Job Functions:

2354.2.1 Completes all record keeping, grading and/or certification of students as required.

2354.2.2 Assists EMS Primary Instructor, EMS Program Director and EMS Clinical Coordinator with site preparations and set up of teaching demonstrations and lab classes.

2354.2.3 Reviews and evaluates Student performance.

2354.2.4 Supervises individual Student groups.

2354.2.5 Interacts with other instructors to provide a high quality uniform class.

2354.2.6 Collects appropriate fees, and orders materials for instruction for classes as directed.

2354.3 Additional Job Functions:

2354.3.1 Prepares lecture materials, demonstrations, exercises and evaluations for assigned class.

2354.3.2 Administers and provides security for grades. Records certification and performance examinations.

2354.3.3 Works for and accepts direction and guidance from EMS Primary Instructor, EMS Program Director and the EMS Clinical Coordinator.

2354.3.4 Acts to prevent and/or control unacceptable student behavior in classrooms and laboratories.

2354.4 Minimum Qualifications:

EMS Lab Instructor shall be approved by the EMS Program Director in coordination with the EMS Clinical Coordinator as qualified to assist in teaching the topics to which the EMS Lab Instructor is to be assigned.

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- 2354.4.1** Education & Experience:
- 2354.4.1.1** Possess a high school diploma or equivalent GED certificate.
 - 2354.4.1.3** Current certification as an EMT, with a minimum of one (1) year of experience.
 - 2354.4.1.3.1** EMS Lab Instructors assigned to the EMT Program must hold the minimum certification of an active NREMT or State EMT certification.
 - 2354.4.1.3.2** EMS Lab Instructors assigned to the Paramedic Program must hold the certification of an active NREMT or State Paramedic license, Physician license, Registered Nurse or Physician Assistant and two years of occupational experience.
- 2354.4.2** Ability To:
- 2354.4.2.1** Review and evaluate teaching materials and subjects to meet student needs and interests.
 - 2354.4.2.2** Lecture and demonstrate in front of large groups of students
 - 2354.4.2.3** Explain the subject material in clear, logical and concise fashion
 - 2354.4.2.4** Interact effectively with students, peers and Authority administration and staff
 - 2354.4.2.5** Work independently to solve problems
 - 2354.4.2.6** Maintain integrity, honesty, reliability and cooperation
 - 2354.4.2.7** Adhere to all policies of the Authority
- 2354.4.3** Age:
- Must be at least 18 years of age.
- 2354.4.4** Knowledge Of:

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| 2354.4.4.1 | Fire/Rescue/EMS practices and processes technology and/or specific areas of knowledge of skills to be taught. |
| 2354.4.4.2 | Teaching practices, methods and techniques necessary to present assigned materials. |
| 2354.4.4.3 | Current trends in the subject matter including theory and research. |
| 2354.4.4 | Physical Requirements: |
| 2354.4.4.1 | Maintain physical ability and stamina to meet the essential job functions, which include as a minimum: |
| 2354.4.4.2 | Stand, sit, walk and turn to deliver lectures, other instruction, or instruction materials. |
| 2354.4.4.3 | Work in the confines of a classroom and or laboratory environment |
| 2354.4.4.4 | Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs) |
| 2354.4.4.5 | Move and operate equipment and prepare laboratory materials. |
| 2354.4.4.6 | Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials. |
| 2354.4.4.7 | Utilize hearing to respond to student questions, normal conversation, telephone calls. |
| 2354.4.4.8 | Utilize vision, near and far, to read written materials, computer screens and to operate equipment. |
| 2354.4.4.9 | Shall not pose a direct threat to self, other individuals in the workplace or the public. |